

19 June 1979

Classification Review Procedure

CRP 79-31

REF: CRP 79-8
CRP 79-11
CRP 79-13
CRP 79-25

Review of [] Chrono Files

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According to the Agency records schedule, confirmed by the NARS representative, Chief [] Chrono files are to be treated as an integral unit. Review procedures for these files will differ slightly from established procedures used in the review of somewhat comparable DDA and [] files. These differences involve markings and data input specified in CRP 79-8, handling of attachments specified in CRP 79-11, and name traces spelled out in CRP 79-13. Any differences between the procedures referenced above and the procedures set forth herein will apply only for the Chief [] Chrono Files until further notice.

Basic Procedure

1. For each folder, prepare one form 4023A. See attached sample for input data and title format.
2. Use reviewer stamp on each document in the folder.
 - a. Indicate document number.
 - b. Review each document individually and indicate on stamp review action taken. Exception: For unmarked documents that are not substantively classifiable, indicate "no change" on stamp rather than "declassified" as spelled out in CRP 79-8.
 - c. Show date reviewed.
 - d. Indicate reviewer's number.
 - e. Do not fill in "next review date" for documents that are unclassified, unmarked, declassified, or have name checks pending.

Markings

1. Follow the usual procedure for upgrading, retaining classification, downgrading, or declassification as appropriate for each document except for the following for which two new stamps have been made up:

a. If a document has no classification markings and contains no classifiable material, but may contain names of obviously overt personnel, check "no change" on the reviewer's stamp as indicated in paragraph 2b above and use the new stamp reading:

THIS DOCUMENT IS PART OF A CLASSIFIED
INTEGRATED FILE. IF SEPARATED FROM
FILE, DOCUMENT IS UNCLASSIFIED.

b. If an unmarked document having no classified information contains names of agency personnel who are not obviously overt, check "no change" on the reviewer's stamp as indicated in paragraph 2b and use the other new stamp which reads:

THIS DOCUMENT IS PART OF A CLASSIFIED
INTEGRATED FILE. NAME CHECK REQUIRED
PRIOR TO INDIVIDUAL CLASSIFICATION ACTION.

2. If a document is SECRET or higher, it should be downgraded to CONFIDENTIAL if content permits so that the overall classification of the folder may be held to CONFIDENTIAL. If it contains names of personnel that require traces, the "NAME CHECK REQUIRED" stamp should be used, however.

3. If a document is classified CONFIDENTIAL and has no classifiable substantive content but does contain at least one name, not obviously overt, check "no change" on Reviewer's stamp and use the "NAME CHECK REQUIRED" stamp.

4. See applicable portions of CRP 79-8 for handling of documents marked OFFICIAL USE ONLY and RESTRICTED. OFFICIAL USE ONLY is a control, not a classification, so essentially any documents with that marking is unmarked in so far as security classification is concerned and should be treated as other unmarked documents described in this procedure. Documents classified RESTRICTED (not to be confused with RESTRICTED DATA) were at one time classified and under normal procedures would be either upgraded or declassified. Reviewers will adhere to CRP 79-8 except for RESTRICTED documents that contain names of Agency personnel. For the purposes of this file group, draw a line through RESTRICTED, check "no change" on the reviewer's stamp, and use the "NAME CHECK REQUIRED" stamp.

Folder Stamping

1. Stamp each folder with the job/box/folder stamp in accordance with CRP 79-25.

2. Stamp each folder with the reviewer's stamp indicating as the review classification the highest review action in the folder. Use #1 for the document number. (See attached sample 4023A for other input data)

3. Stamp the overall classification (as indicated on the reviewer's stamp) at top and bottom of the folder.

Statistical Accounting

1. Documents that are upgraded, downgraded, not changed, or declassified in the usual manner will be recorded on the statistical report in the usual columns.
2. Unmarked documents or those formerly classified RESTRICTED on which one of the two special stamps are used will be recorded in the "no change" column.

Attachments

1. CRF 79-11 specified that all listed attachments must be attached to the document, otherwise it is considered incomplete and cannot be declassified.
2. Reviewers will disregard the absence of attachments and consider each document complete as it appears in the file.



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Chief,
Classification Review Division

☒ UNCLASSIFIED ☐ CONFIDENTIAL ☐ SECRET

DECLASSIFICATION WORKSHEET

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PROJECT NUMBER	REVIEW DATE DD MM YY	REVIEWER	RECORDS GROUP	ENTRY	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE
STAT -	130679				

JOB NUMBER	BOX NUMBER	FOLDER NO.	DOCUMENT NUMBER	CREATION DATE D M M Y Y	ORIGINATING COMPONENT
1-03097A	0008	001	001	31/258	204

USE FOR ALL FOLDERS

DATE OF LATEST DOCUMENT IN FOLDER

USE ON ALL FORMS

DOCUMENT IDENTIFICATION NUMBER	OPI	TYPE DOCUMENT	ORIGINAL CLASSIFICATION	NO. PAGES
	25	12	S	0350

TOTAL OF PAGES IN FOLDER

STATSPEC	DOCUMENT TITLE
CHIEF, []	CHRONO FILES - 1 OCT TO 31
DEC 1958	

FORMAT FOR TITLE

SAMPLE

REVIEW CLASSIFICATION	RETENTION JUSTIFICATION	NEXT REVIEW DATE YY	REVIEW COORDINATION
C	22	10	

FORM 4023A

(10-50-51)